

New Hire Required Paperwork Checklist

Benefited Part-time

You are required to complete and bring the following forms and supporting documentation with you on your first day:

- ☐ Employment Verification Documents (Form I-9)
 - You will complete the original form on your first day; however, you must bring with you appropriate original identity and employment eligibility documents.
- ☐ At-Will Acknowledgement Form
- ☐ Arizona State Retirement System (ASRS) Enrollment **and** Beneficiary Forms.
- ☐ Arizona Minimum Wage Law
- ☐ Arizona State Tax form
- ☐ Computer Use Acknowledgement
- ☐ Emergency Notification Request form
- ☐ Federal Tax form
- ☐ Unsigned Loyalty Oath. Loyalty Oath will be signed by you and witnessed by a Human Resources Representative on your first day of employment.
- ☐ Wage Withholding Request form.
 - Although you may not be subject to child support, you are still required to review the form.
 - Print your name, date and answer the question.
 - “No”, no additional information should be provided.
 - “Yes” you will need to make sure to have a copy of your Wage Assignment and Atlas number from the Court.